

Faculty Advisor Manual

Case Western Reserve University
Office of Greek Life

Chapter Guide to Recruiting a Faculty Advisor

The Greek Life office at Case Western Reserve University is committed to strengthening scholarship among fraternities and sororities. A good overall scholarship program for a Greek Community includes the extensive use of a Faculty Advisor

As the Greek Community here at Case seeks ways to maximize student learning, we are re-assessing the role of the Faculty Advisor and are attempting to involve faculty more in the process.

Hints on Recruiting an Advisor

- Before making a selection, keep in mind the following:
 - (a) find someone who will have time to devote to your organization, and
 - (b) find someone who will take the role willingly and seriously.
- When approaching your potential advisor for the first time, make certain that he/she has a clear understanding of your organization's purpose as well as what would be required of him/her, his or her duties, and the time commitment involved.
- If possible, choose someone who shares some of the same interest of your organization, and someone with whom you are in contact.

How to work with your Advisor

- It is best to meet with your advisor at least twice a semester to go over your chapter's academic program and progress of the chapter's academic goals.
- Be open to suggestions and criticisms from your advisor. His/her knowledge and experience will help with solutions and organizational procedures.
- Take advantage of their experience and insight. Ask questions.
- Make sure that you give your advisor frequent updates so that they can better serve your chapter's needs.

Selection Process

1. Using the expectations above and below as a starting point, the chapter decides what they want a faculty advisor to do for them.

2. The chapter identifies faculty/staff candidates that members have in class or that they know well.
3. The chapter invites the candidate to lunch or a chapter meeting to discuss the faculty/staff member's interest in being a faculty advisor.
 - a. Discuss the faculty/staff member's specific goals as a faculty advisor, based on the expectations listed in this manual.

Extending an Invitation

The final step in becoming a Faculty Advisor is twofold: chapters, after consultation with their members, extend a written invitation to the faculty member, and the faculty member agrees to serve. This relationship may continue for more than the minimum time of one year, but that decision must be a mutual one.

A report with the faculty or staff member's contact information should be sent to the Greek Life Office.

All changes must be in writing and on file with the Greek Life Office.

Strategies for building a successful relationship

- Self Assessment
- Think about "where you are" -your needs, expectations, etc.
- Initial Meeting
- Discuss terms of relationship (expectations, goals, roles, etc.)
- Negotiate if there are differences
- Spend the Time
- Get to know each other as "people"
- Spend some "quality" time together
- Be Human
- Ask questions, make mistakes, agree/disagree, say 'thanks'
- Be Responsible
- Follow through on commitments

Faculty Advisor's Guide

Faculty advisors of Greek organizations provide a vital link between the students and faculty, and thus their relationship often bridges the gap between classroom and out of classroom activities.

This outline is intended to explain the basic roles and expectations of a faculty advisor and their relationship within the Greek Community. It is important to note that this relationship is entirely open and does not require that the faculty member be of the same gender, be a member of that particular Greek chapter, and/or have ever been a member of a Greek society in order to serve.

Becoming a Faculty Advisor

Becoming a Faculty advisor is a simple process.

1. The first step is a genuine interest from both faculty member and chapter in having a Faculty Advisor to help the group and the individual members academically.
2. The second is a willingness to meet the minimum expectations listed below.
3. The final step in becoming a Faculty Advisor is twofold: chapters, after consultation with their members, extend a written invitation to the faculty member, and the faculty member agrees to serve. This relationship may continue for more than the minimum time of one year, but such decision must be a mutual one.

Roles and Expectations

1. Communicate frequently with the Greek Life Office.
2. Assist the chapter in developing an overall scholarship program or enhancing the program already in place.
3. Meet at least twice a semester with the scholarship chair or president to talk about scholarship related issues.
4. Meet with the new members each semester to review their academic progress and plans at the University.
5. Assist with developing a scholarship recognition program for the chapter.
6. Assist the chapter in developing an Academic Incentives program.
7. Attend any scholarship receptions the chapter hosts.

8. Be available to meet with individuals members who are in need of academic assistance.
9. Attend two (2) chapter meetings/dinners each semester to get to know the members and the members to get to know the Faculty Advisor.
10. Be willing to attend an orientation program for Faculty Advisors to Greek organizations and to meet once a semester with other Faculty Advisors and presidents of Greek chapters.
11. Provide advice and guidance to chapter officers interested in involving faculty in programs, or ways of changing the faculty's perception of them as a student organization.

*Faculty Advisors serve for one-year terms with possible extension based on a mutual agreement between the fraternity and sorority and the faculty advisor.

*Faculty Advisors are not expected to serve as the chapter advisor nor to serve on the alumni board (if they wish to serve in these positions that is possible, but it is not expected).

*Faculty Advisors are not on call nor are they responsible for the social aspects of the chapter.

Liability

Check with the Greek Life Office concerning the coverage of Case's liability policy. Also check the fraternity's and sorority's policies concerning liability.

Points to remember as an advisor

An advisor and student(s) should have an open, honest relationship and have the opportunity to share ideas, receive feedback and build trust.

- The responsibility for building a relationship must be shared between advisor and student.
- View the relationship as a partnership.
- The relationship must be based upon direct and open communication.
- Share needs, responsibilities, and expectations with each other.
- Be prepared to negotiate.
- Both must recognize the other's various roles and responsibilities outside of their position.

- Know each other's commitments and let each other know their impact.
- Both the advisor and the student are human beings who make mistakes, follow their own value systems, and work in individual, professional and personal styles.
- Everyone makes mistakes. Accept, discuss, and learn from them.
- Both the advisor and the student are continually changing, growing and learning; each within their own unique stages of development.
- Challenge and support each other.

Tips & Strategies

Strategies for building a successful relationship

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Basic tips for advisors

- Know the students and organizations with whom you're working. It is important to know your audience. Different groups require different approaches.
- Have the goals and objectives of the group firmly in mind.
- Know what the students expect of you as an advisor.
- Express sincere interest in the organization and its mission.
- Express sincere interest in each individual within the group.
- Assist the group in setting realistic, obtainable goals.
- Assist the group in developing a system through which they can evaluate their progress.
- Assist each individual in achieving his/her needs while helping the group achieve its goals.
- Be creative and innovative.
- Challenge the group to grow and develop.
- Be aware of the institutional power and structure - both formal and informal.

- Develop a style which strikes a balance between being an active and passive group member.

Creative Ideas for the Faculty Advisor

- Take all members who achieve a 4.0 or make the Dean's List to lunch or dinner.
- Have a study break during finals and midterms.
- Provide a Most Improved GPA award to an individual member.
- Provide a Highest GPA award to an individual member.
- Sponsor a Scholar of the Week award.
- Sponsor a graduate school night for the chapter (invite reps from the various graduate schools at Case and the greater Cleveland area).
- Work with officers to plan a scholarship program for the chapter.

Greek Organization Chapter Faculty Advisor Agreement

Fall _____ to Spring _____

I, _____, agree to be the Faculty
Advisor to _____ for the _____
academic year.

I understand that I am to advise the chapter to my best ability by assisting them with their overall scholarship/academic program. I will do this by providing support and guidance in co-operation with their organizational mission and goals outlined in their constitutional/charter.

I have received and reviewed the Faculty Advisor Manual and have discussed with the leadership some specific goals to help them accomplish for the coming year.

I have made arrangements to meet twice a semester with the leaders and/or members of the chapter.

I will attempt to work closely with all other chapter advisors (national support, local alumni/alumnae or Graduate Chapter) so that we can work collectively in better assisting the chapter to accomplish their overall academic goals.

I will call upon the Greek Life Staff (Wes Schaub, Mark Starr & Mel Krueger 216.368.3780) when I am in need of assistance, information and or/support.

Signed: _____ Date: _____

Advisor Name: _____	Campus phone: _____
Department: _____	Campus Address: _____
Email Address: _____	